BASIC CONTRACT ADMINISTRATION

- Plan the administration of a contract
- Conduct a post-award orientation
- Monitor a contractor's performance
- Resolve problems that may arise
- Apply remedies under the contract
- Prepare contract modifications
- Process a dispute, claim, or termination
- Authorize payments under a contract
- Close out a completed contract

CONTRACT ADMINISTRATION PLANNING

- 1. Identify applicable clauses and requirements.
- 2-5. Determine extent of performance monitoring.

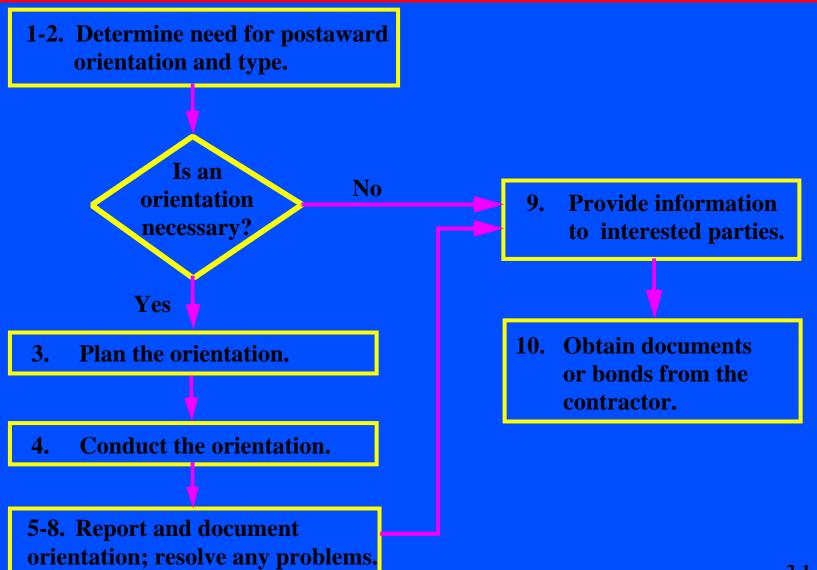
6. Determine contract administration functions to delegate.

- 7. Develop a contract administration plan.
- 8. Provide notice to technical representatives.
- 9. Provide notice to contractor of names, roles, responsibilities, and limits of technical representatives.

CONTRACT ADMINISTRATION OUTLINE

- 1. Contract
- 2. Contractor
- 3. Files
- 4. Scope of Work
- 5. Place of Performance
- 6. Reporting Requirements
- 7. Contractor Milestones
- 8. C.O. Representatives
- 9. Potential Problem Areas
- 10. Actions Required

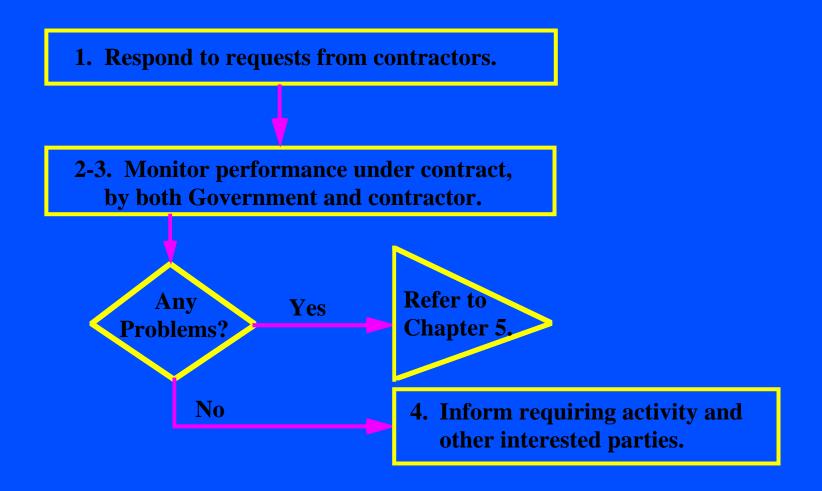
POSTAWARD ORIENTATION



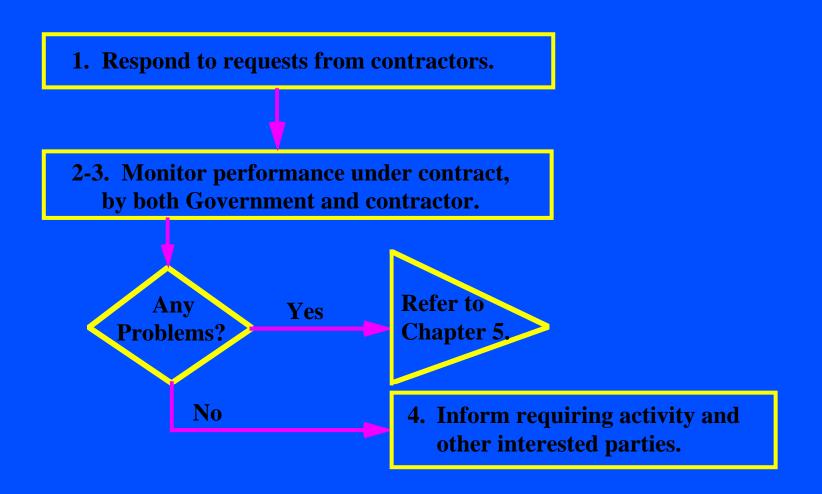
POSTAWARD FOLLOW-UP STEPS

- 5. Prepare a Report
- 6. Select a Course of Action
- 7. Modify the Contract
- 8. Document Contract Files
- 9. Provide Information to Others
- 10. Obtain Needed Documents

PERFORMANCE MONITORING



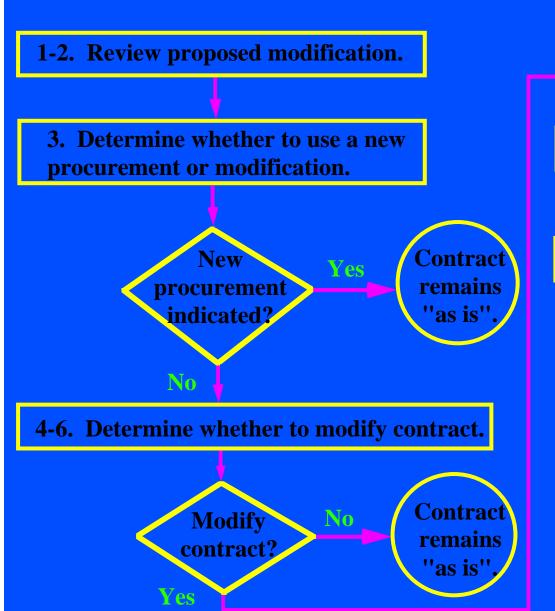
PERFORMANCE MONITORING



TYPES OF DELAYS

- Excusable Delays
 - Nonexcusable Delays
 - Co-Mingled Delays

CONTRACT MODIFICATION



7. Determine type of modification.

8-12. Implement the modification.

FORMAL REMEDIES

¥Cure / Show Cause Notice & Forbearance Notice

¥Liquidated Damages

¥Rejection for Noncompliance

¥Express Warranty

¥Implied Warranty

¥Fraud, Gross Mistake, Latent Defect

PROCESSING CONTRACT PAYMENTS

1. Inspect invoice for completeness.

Notify No Complete? of defects.

- 2-3. Identify terms and conditions related to invoice.
- 4. Identify witholdings and deductions.
 - 5. Determine whether the assignee is protected.

- 6. Compute total amount due to contractor.
- 7. Notify the contractor of any differences.
- 8. Notify the contractor of final decision on lesser amount.
- 9. Forward invoice and set up file.

CONTRACT CLOSEOUT

1. Verify contract is complete.

2. Obtain all forms, reports, and clearances.

- 3. Verify all terms and conditions met.
- 4. Settle any outstanding issues.
- 5. Verify no outstanding claims or disputes.

Determine whether to invoke phase-in/phase-out rights under FAR 52.237-3.

6-7. Make final payment and deobligate funds.

8. Prepare contract completion statement and dispose of files.